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| **ROLE PROFILE: Director, Humanitarian Analysis, Policy and Advocacy** | |  |
| Position Title: | Director, Humanitarian Analysis, Policy and Advocacy |
| Position ID: | 973155415 |

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| **Team** | Humanitarian Analysis, Policy and Advocacy | **Grade** | M5 |
| **Reports To (Title)** | Global Humanitarian Director | **Contract Length** | Permanent |
| **Location** | Any existing SCI office location (multiple timezones and locations required across team) | **Time-zone** | Any (multiple timezones and locations required across team) |
| **Languages** | English (additional language of French, Spanish or Arabic prefered) | **Headcount** | 1 |

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| **Team and Job Purpose** |
| **Team purpose**  To partner with country offices and global stakeholders to prepare, scale-up, and execute effective humanitarian advocacy and policy initiatives that protect and support children in crisis, while adhering to humanitarian principles. The team exists to facilitate impactful policy development, build strategic partnerships, and provide forward-looking analysis that informs and anticipates global humanitarian action. By engaging in child-centered humanitarian foresight and diplomacy, we aim to influence duty bearers and drive positive change for children affected by emergencies.  **Role purpose**  To provide leadership and strategic direction to Save the Children's humanitarian analysis, policy, and advocacy functions, ensuring robust analysis informs policy work, guides country office decisions, and shapes the broader strategic direction of humanitarian affairs. The role involves fostering collaborative relationships across the organisation and with external stakeholders to maximise the charity’s impact and influence. The Director will represent Save the Children in key international fora and ensure that internal and external humanitarian strategies remain aligned and focused on sustainable long-term impact for children. |

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| **Principal Accountabilities** |
| * Drive strategic direction and management of humanitarian analysis to generate impactful evidence that informs Save the Children's policy and advocacy efforts. * Lead the contextual analysis function to support country office operational decision-making and shape humanitarian policy by providing timely analysis of country office contexts, regional dynamics, and global trends. * Represent Save the Children in key NGO, inter-governmental, and UN forums to advocate for policies and perspectives that uphold the rights and well-being of children, partners, and communities we serve. * Oversee the preparation and briefing of Save the Children’s leadership for external humanitarian representation, ensuring coherent and unified messaging in line with Save the Children’s humanitarian strategy. * Cultivate and maintain collaborative relationships with stakeholders across the humanitarian sector to enhance collective advocacy efforts, fostering an environment of trust, mutual respect, and shared objectives. * Establish and lead a Community of Practice for Humanitarian Analysis, Policy, and Advocacy within Save the Children to leverage internal capacities, harmonise efforts, and drive a unified operational and advocacy agenda. |

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| **Budget** |
| ~$3M team budget including award funding |

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| **People Management Responsibility** (direct/indirect reports) |
| Number of people managed in total: 20  Manager of a team: Yes  Team Manager (manager of multiple teams): Yes |

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| **Size of Remit** |
| Global |

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| **Travel Requirements** |
| International travel required: Yes  Percentage of required for travel: Up to 20% |

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| **Competencies** |
| Cluster: Leading  Competency: Leading and inspiring others  Level: Leading Edge  Behavioural Indicator: Creates and engages others in a shared vision and strategy that will deliver more for children.  Cluster: Leading  Competency: Delivering results  Level: Leading Edge  Behavioural Indicator: Helps others to navigate the organisation and assists them in developing and delivering on their strategic plans.  Cluster: Thinking  Competency: Problem solving and decision making  Level: Leading Edge  Behavioural Indicator: Provides a strategic framework to support decision making across the organisation.  Cluster: Thinking  Competency: Innovating and adapting  Level: Leading Edge  Behavioural Indicator: Embeds and scales evidenced-based change to deliver enduring transformation for children.  Cluster: Engaging  Competency: Working effectively with others  Level: Leading Edge  Behavioural Indicator: Opens up hidden areas of organisational disagreement and drives for collaborative resolution.  Cluster: Engaging  Competency: Communicating with impact  Level: Leading Edge  Behavioural Indicator: Projects confidence and authority to influential audiences and makes the most of subject matter even when it’s less familiar. |

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| **Experience and Skills** |
| 1. **Policy and Advocacy**: Extensive knowledge and a strong track record of leading the development of effective, evidence-based advocacy strategies and policy positions on humanitarian issues with demonstrated impact. 2. **Humanitarian Affairs**: Significant experience in humanitarian affairs, including policy analysis and advocacy roles within complex emergency settings and in interactions with large humanitarian agencies and inter-agency policy settings. 3. **Partnerships & Community of Practice Development**: Experience in establishing and managing both inter organisation and external Communities of Practice, to harness capacity and amplify impact. 4. **Analytical Skills for Decision-Making**: Ability to drive and steer analysis and synthesis of complex humanitarian contextual information and translate these into actionable insights to inform advocacy strategies, policy position and operational decision-making. 5. **Interpersonal and Communication Skills**: Highly developed communication skills, both written and oral, with the ability to influence and negotiate at senior levels. Strong interpersonal skills to build and maintain effective relationships with diverse stakeholders internally and externally, including NGOs, inter-governmental and UN fora. 6. **People Management**: Demonstrates exceptional people management experience, fostering a high-performing team that can deliver shared priorities. Cultivates a culture of continuous learning and agility, ensuring that global systems and procedures are informed by national-level response learnings. 7. **Leadership and Coordination**: Demonstrated ability to lead, inspire, and manage multi-functional and multi-cultural teams and to build strong collaborative relationships with peers at the leadership level internally and externally. 8. **Networking and Influence**: Superior networking and influencing skills, capable of building and maintaining effective relationships with diverse stakeholders. Thrives in a highly matrixed environment, able to influence without direct authority. 9. **Diversity, Equity, and Inclusion**: Solid understanding of and commitment to diversity, equity, and inclusion principles. Proven track record of ensuring these principles are integrated into team culture, organisational practices and in external engagements.   **Desirable**   * Additional language of French, Spanish or Arabic preferred |

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| **Education and Qualifications** |
| **Essential:**  Education: Advanced degree in Public Policy, International Relations, Human Rights or a related field. |

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| **Safeguarding** |
| We need to keep children and adults safe so our selection process includes rigorous background checks and reflects our commitment to the protection of children and adults from abuse.  Level 2: either the post holder will have access to personal data about children and/or young people as part of their work; or the post holder will be working in a ‘regulated’ position (accountant, barrister, solicitor, legal executive); therefore a police check will be required (at ‘standard’ level in the UK or equivalent in other countries). |

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| **Diversity, Equity and Inclusion and Equal Opportunities** |
| Diversity, Equity and Inclusion is core to our vision, values and global strategy. Save the Children is committed to creating a truly diverse, equitable and inclusive organisation, and one which will support us in our vision to ensure every child attains the right to survival, protection, development, and participation.    We are committed to equal employment opportunities, regardless of gender, sexual orientation, race, colour, ethnic origin, nationality, disability, marital or civil partnership status, gender reassignment, pregnancy and maternity, caring or parental responsibilities, age, or beliefs and religion. We are committed to diversifying our staff to better represent the communities we serve and actively welcome underrepresented groups to apply.    Reasonable adjustments will be made should any candidate invited to interview require this. |

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| **Version Control and Approval** | | | | |
| Version | Date | Author | Reviewer | Approver |
| 1 | 15/08/2024 |  |  |  |